

# Steps for applying for a Permit to Carry a Handgun. (PTC)

The following instructions are the same for the initial and renewal. PTC is good for two (2) years.

1. You will need to download and print three (3) applications for Permit to Carry a Handgun. (**SP-642 form**) To print out go to: <https://nj.gov/njsp/firearms/pdf/sp-642.pdf>  
(All 3 applications need to be double sided, each individually signed and notarized. **NO COPIES!**)
  - a. Ensure that the bottom of Page 2 is signed and dated in front of the notary. The notary date and date of application **MUST** match.
2. You will also need to print out One (1) Consent for Mental Health Form. **DO NOT SIGN.** (**SP-066 form**) To print out go to: <https://nj.gov/njsp/info/pdf/firearms/sp-066.pdf>  
(You must sign this form in the presence of the Police Officer at your appointment.)
3. You will need to get Four (4) color passport size photographs (1.5" x 1.5")
4. You must complete a firearms training course substantially equivalent to the firearms training approved by the Police Training Commission in accordance with N.J.A.C.13:54-2.4(B) The course being used is the HQC-1 Course. Written qualification must be within six (6) months of application and include Instructors Name and Certification, make, model, caliber and serial number of handgun(s) you intend to carry. All NJ ranges offer these qualifications and basic handgun classes.
5. You will need written proof of ownership with the handgun(s) you intend on carrying. Proof of ownership can be a purchase receipt **OR** purchase permit **OR** a notarized letter of ownership listing make, model, and serial number of handgun(s).
6. You will need to purchase a "Money Order" in the amount of \$50.00 payable to:  
*"Treasurer, State of New Jersey"*
  - a. Fill out the money order fully to include your full name as it appears on the application and your address as it appears on the application.
7. You will need to bring with you, a NJ Driver's license and Birth Certificate **OR** A Driver's license and Passport **OR** Driver's License and Naturalization paperwork / Green Card.
8. You will then need to request an appointment at: [Firearms@parkridgepolice.com](mailto:Firearms@parkridgepolice.com)

**You will need to provide all of the above documents/items at your appointment. No applications will be accepted until your appointment with a firearms application officer.**

**DO NOT SCHEDULE ANY FINGERPRINTING PRIOR TO YOUR APPOINTMENT**

At your appointment our Firearms Application Officers will go over all the documentation with you, and provide you with more details and answer any questions. When completed, we will then provide you with instructions on how to get fingerprinted.

If you have any questions, please email us at:

[firearms@parkridgepolice.com](mailto:firearms@parkridgepolice.com)

For further details regarding all NJ Firearms please go to the NJSP website at:

<https://nj.gov/njsp/firearms/index.shtml>